

# Safety Topic of the Month

## Lock Out Tag Out Audits



Richmond Refinery

January 1, 2012

This STOTM satisfies the RI-300 IIPP requirement for the following

Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to safety and health, including provisions designed to encourage employees to inform the employer of hazards without fear of reprisal.

Meetings – Each meeting begins with a short safety topic.

- Individual divisions/work groups organize and conduct safety meetings (committee or work team) to fit with work schedules, etc. Generally these meetings occur monthly and minutes from the meeting are posted or circulated through the work group.
- Records of safety meetings should be maintained for at least one year in division files.

# Lock Out Tag Out (LOTO) Audits



- The LOTO Audit posted on the MOC/Safety Audit webpage has been updated. The data of the LOTO audit found in RI-9900, Appendix H is now found on this web page.
- [MOC/Safety Audit/LOTO Audit Link](#)
- [RI-9900 Link](#)

# Review TOP Lessons Learned



- Learning from our past incidents will help us prevent them in the future.
- Please take a few minutes to review the latest TOP lessons learned.

**[Click Here to Review TOP Lessons Learned](#)**